

Classification

Approved For Release 2008/09/25 : CIA-RDP75-00399R000100120004-0

CONTROL NO.
00120004-0
SD 700.21

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Activity Report

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☐ PERSONNEL☒ LOGISTICS☐ MEDICAL☐ TRAINING☐ SECURITY☐ FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Weekly

6. DISTRIBUTION (No. of components not
number of copies)

FSB

OAMS

7. FORMAT (memorandum, form
computer print-out, etc)

Memo

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

SDI 7-3

10. PREPARING COMPONENT (include lowest level
contributing information to report)

OAMS

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

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12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-14	9.76	1 1/2		14.64	52		761.28
GS-6	3.86	1/2		1.93	52		100.36
(Review by other office personnel not listed)							167.96

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

1,029.60

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To keep higher echelons advised of activities related to special projects, and
other items of interest.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

5 Oct 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

STAT
STAT

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FORM
9-70

142

Classification

(22-36-43)